

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

May 2, 2022
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by the Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Thomas Butterfield, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Michael O'Brien was excused from the meeting.

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, Finance Director Steve Okins, Parks and Recreation Director Rob Baumgarn, Interim Public Works Director Gary Manzer, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Asmus seconded the motion, which carried unanimously.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of April 18, 2022
- B. Special City Council Minutes of April 22, 2022
- C. Willmar Municipal Utilities Commission Minutes of April 25, 2022
- D. Planning Commission Minutes of April 6, 2022
- E. Parks and Recreation Board Minutes of March 16, 2022
- F. Accounts Payable Report for April 14 - 22, 2022
- G. **Resolution No. 2022-071 Approve As-Bid Budget for Airport Apron Expansion**
- H. **Resolution No. 2022-072 Adopt Kandiyohi County All-Hazard Mitigation Plan**
- I. **Resolution No. 2022-073 Adoption of Municipal Tort Limits**
- J. Application for Rice Hospital Board – Wayne Nelson

Council Member Fagerlie offered a motion to approve the consent agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Deb Brandt and Jon Setrum, Raymond, addressed the Mayor and Council during the Open Forum regarding the Raymond Ambulance Service needs for their community. They are reaching out to the communities they provide mutual aid to, and asking for donations to upgrade their ambulance in an effort to continue their service.

City Administrator Valiant presented a request to set a public hearing for May 16, 2022 for the MinnWest Technology Campus Abatement. It was noted the Campus applied for and was granted a ten-year property tax abatement for eight parcels in 2015, and are now seeking an abatement for three additional buildings on the eastern side of the campus.

Council Member Fagerlie offered a motion to set a public hearing for MinnWest Technology Campus Abatement request on May 16, 2022. Council Member Nelsen seconded the motion, which carried unanimously.

City Administrator Valiant presented a request to approve Dowdey Addition Preliminary Plat for property located at 1400 Grace Avenue SW. The applicant requested to flip the property so each lot would run east and west.

Following discussion, Council Member Fagerlie introduced **Resolution No. 2022-074 Dowdey Addition Minor Subdivision Preliminary Approval**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Interim Public Works Director Manzer presented a request to approve entering into an agreement with Bullet Proof Mechanical Service, Inc. for the replacement of the pool heater at Dorothy Olson Aquatic Center (DOAC). This is in accordance with the 2022 Capital Outlay Program and is the replacement of the pool heater that failed last summer.

Following discussion, Council Member Nelsen introduced **Resolution No. 2022-075 Awarding the DOAC Pool Heater Project in the Amount of \$48,036.00.** Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Parks and Recreation Director Baumgarn presented a request to approve the purchase of a 2022 Chevrolet Silverado truck to replace the 1998 Ford F150 currently being used. It was noted the City mechanic recommended to replace the vehicle due to excessive wear/tear, rust and other mechanical problems.

Following discussion, Council Member Fagerlie introduced **Resolution No. 2022-076 Reappropriating Funds from the Public Works Vehicle Replacement Program and the 2022 Thermal Imaging Camera CIP in the Amount of \$38,579.00 to the Parks and Recreation Department for Purchase of Pickup Truck.** Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Administrator Valiant presented a request to approve the updated Public Works Director job description. It was noted Administration has updated the job description to remove any engineering duties, but to work closely with outsourced engineering firm Bolton and Menk.

Council Member Ask offered a motion to approve staff's request. Council Member Plowman seconded the motion, which carried unanimously.

City Administrator Valiant presented a request to approve appointing Gary Manzer as Public Works Director. It was noted Mr. Manzer has been serving as the Interim Director since May 2021.

Council Member Plowman offered a motion to approve staff's request. Council Member Asmus seconded the motion, which carried unanimously.

Mayor Calvin presented a request to approve forming a Housing Task Force consisting of community members, city-elected officials and staff. He is requesting the formation of a Housing Task Force to develop and steer future housing needs and policies from single family to multi-family needs.

Following discussion, Council Member Fagerlie offered a motion to approve the formation of a Housing Task Force with Council Members Michael O'Brien, Justin Ask, Julie Asmus and the Mayor to serve as city-elected officials on said task force, with Council Member Thomas Butterfield serving as alternate. Council Member Asmus seconded the motion, which carried unanimously.

City Administrator Valiant offered the following comments: Candidate filing opens May 17th for anyone interested in filing for Mayor or Council.

Public Works Director Manzer offered the following comments: Public Works Open House is set for Thursday, May 19th at the Public Works Garage.

Council Member Asmus offered the following comments: Mayor's Prayer Breakfast will be held Thursday, May 5th at the Willmar Conference Center.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Ask seconding the motion, which carried. The meeting adjourned at 7:07 p.m.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2022-071
AIRPORT APRON EXPANSION AS-BID BUDGET
TOTAL COST \$1,182,809
*Budget Amounts are Essential

Motion By: Fagerlie Second By: Asmus

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.

TOTAL

\$0

RECEIVABLES

FAA \$985,164
State \$116,459
City \$81,186
MUC \$0
WTP \$0
LOST \$0
COUNTY \$0

TOTAL

\$1,182,809

SUPPLIES

20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies

TOTAL

\$0

FINANCING

FAA \$985,164
State \$116,459
City \$81,186
WTP
MUC
COUNTY

TOTAL

\$1,182,809

GRAND TOTAL

\$1,182,809

Dated this 2nd day of May, 2022

OTHER SERVICES

31* Printing & Publishing \$1,000
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$1,031,809
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services (5%)

TOTAL

\$1,032,809

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

OTHER CHARGES

46* Prof. Serv. \$150,000
48 Admin OH (Transfer)

TOTAL

\$150,000

GRAND TOTAL

\$1,182,809

RESOLUTION NO. 2022-072

**ADOPTION OF THE
KANDIYOHI COUNTY ALL-HAZARD MITIGATION PLAN**

Motion By: Fagerlie

Second By: Asmus

WHEREAS, the City of Willmar has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Kandiyohi County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Kandiyohi County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Kandiyohi County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Kandiyohi County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Kandiyohi County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Willmar supports the hazard mitigation planning effort and wishes to adopt the Kandiyohi County All-Hazard Mitigation Plan.

Dated this 2nd day of May, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-073

A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS

Motion By: Fagerlie

Second By: Asmus

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 2nd day of May, 2022.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-074

DOWDEY ADDITION MINOR SUBDIVISION PRELIMINARY APPROVAL

Motion By: Fagerlie Second By: Ask

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Dowdey Addition Preliminary Plat be approved subject to the following conditions that must be satisfied prior to Final Plat approval:

- A. The applicant shall obtain a variance from the 8,500 square foot minimum lot size requirement in the R-2 zoning district or the City Council shall approve an amendment to said minimum lot size requirement.
- B. All Fire Chief/Marshal and Engineering comments shall be met, adhered to, and additional information supplied as requested by the City Engineer
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

Dated this 2nd day of May, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-075

A RESOLUTION AWARDING THE DOAC POOL HEATER PROJECT IN THE AMOUNT OF \$48,036.

Motion By: Nelsen

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Bullet Proof Mechanical Service, Inc. of Willmar, MN for the DOAC Pool Heater project is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and considerations of the contract in the amount of \$48,036.

Dated this 2nd day of May, 2022

/s/ Marv Calvin

Mayor

Attest:

/s/ Judy Thompson

City Clerk

RESOLUTION NO. 2022-076

A RESOLUTION REAPPROPRIATING FUNDS FROM THE PUBLIC WORKS VEHICLE REPLACEMENT PROGRAM AND THE 2022 THERMAL IMAGING CAMERA CIP IN THE AMOUNT OF \$38,579.00 TO THE PARKS AND RECREATION DEPARTMENT FOR PURCHASE OF PICKUP TRUCK

Motion By: Fagerlie

Second By: Ask

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate \$37,000.00 from the Public Works Vehicle Replacement Program and \$1,579.00 from the 2022 Thermal Imaging Camera CIP to increase the Parks and Recreation Department budget by \$38,579.00 and to authorize purchase of Pickup Truck from Schweiters of Willmar

Decrease: Public Works Vehicle Replacement Program \$37,000.00

Decrease: 2022 Thermal Imaging Camera CIP \$1,579.00

Increase: Parks and Recreation Department \$38,579.00

Dated this 2nd day of May, 2022

/s/ Marv Calvin

Mayor

Attest:

/s/ Judy Thompson

City Clerk